

Sample Acceptance-Testing Checklist

Representative bounded-workflow validation | Version 0.1 | Reviewed 16 July 2026

**REPRESENTATIVE
SAMPLE**

This document demonstrates the structure and level of detail a StructuredLayer deliverable may contain. Records, names, values, dates, states, and acceptance cases are illustrative. Final content depends on approved systems, access, data quality, security requirements, scope, and approval rules.

Acceptance principle

A workflow is accepted against agreed records, rules, permissions, exceptions, and handoffs. Passing a happy-path demonstration alone is insufficient.

Area	Representative test	Expected evidence	Result
Intake	Create RFQ from approved email with three attachments	Source message, files, received time, stable ID	Pass / Fail
Duplicate	Submit same portal ID with changed title	Existing match or review exception; no silent duplicate	Pass / Fail
Dates	Provide conflicting due dates and timezones	Both sources visible; controlling date requires decision	Pass / Fail
Documents	Receive a new addendum after estimate starts	Current issue updates; estimator impact action created	Pass / Fail
Ownership	Assign estimator who does not acknowledge	Overdue state and escalation appear	Pass / Fail
Permissions	Attempt submission approval as unauthorised user	Action blocked and security event retained	Pass / Fail
Failure recovery	Source retrieval fails during scheduled run	Retry policy, alert, and manual recovery path work	Pass / Fail
Submission	Release approved package	Version, approver, channel, timestamp, receipt retained	Pass / Fail
Outcome	Close as no-bid without reason	Validation blocks closure until required reason exists	Pass / Fail
Audit	Reconstruct RFQ history	Source, transitions, edits, approvals, and outputs are traceable	Pass / Fail

Sign-off

Role	Decision	Name	Date
Workflow owner	Accept / Reject / Conditional		
Security or IT owner	Accept / Reject / Conditional		
Business process owner	Accept / Reject / Conditional		